

# CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

## NOTICE OF POSITION VACANCY

**POSITION: FISCAL TECHNICIAN – (GENERAL)**

**LOCATION:** Sacramento, CA

**NUMBER OF POSITIONS:** 1

**CLOSING DATE:** October 13, 2006

**SALARY:** \$32,896/Annual

### **POSITION SUMMARY**

The purpose of this position is to perform general duties for the CRIHB Fiscal Department and to assist Payroll/Benefits, Accounts Payable and Property/Purchase Order Fiscal Technicians.

### **PRIMARY RESPONSIBILITIES**

Assigned to do secretarial clerical and Administrative support duties in the Fiscal Department. Arrange storage of prior year's correspondence, program reports, contract files, computer printouts, etc. Assist reviewing incoming invoices and bills for arithmetic correctness and verify with authorized purchase orders. Assist in the preparation of accounts payable vouchers for vendors, employees and Board Members. Assist in preparing Central Office payroll and related payroll taxes and other deductions, and related vouchers. Assist in maintaining Central Office Retirement Plan by preparing the annual census, tracking hours and annual salaries, etc. Type statistical reports and correspondence from rough drafts, brief notes and oral instructions with responsibilities for spelling, punctuation and format. Answer and type correspondence as requested. Assist in the training of Project bookkeepers in proper procedures and preparation of duties related to position. Assist in preparing travel vouchers. Assist in preparation and processing of purchase orders and placing orders. Assure that the fiscal department supplies are adequate and make necessary arrangements with Property Fiscal Technician. Monthly preparation and reconciliation of status reports for CRIHB Projects and Central office. Prepare CRIHB cost reports and/or invoices to be submitted to various funding agencies. Reconcile CRIHB bank accounts. Reconcile, as directed, various General Ledger Accounts. Reconcile, as directed, various Contract/Grant balances.

### **QUALIFICATIONS**

Must have successfully completed a minimum of a two year (A.A.) degree or equivalent in an accredited business college in accounting, financial management or related field, AND have a minimum of one year of progressive experience, **OR** Must be a high school graduate or equivalent and have two years general accounting experience and a minimum of one year of specialized experience in payroll/accounts payable. Must have computer spreadsheet (Excel) and word processing (Word) proficiency. Must have computer accounting experience Must be able to type a minimum of 45 WPM with accuracy.

### **ADDITIONAL REQUIREMENTS**

Valid, unrestricted California Driver's license and ability to be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date. Position requires frequent over night travel within CRIHB's service area. Requires ability to drive up to 7 hours a day.

This position requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

**CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.**

**Attn: Human Resources**  
**4400 Auburn Blvd., 2<sup>nd</sup> Floor**  
**Sacramento, CA 95841**  
**(916) 929-7246 FAX**  
[jobsatcrihb@ihs.gov](mailto:jobsatcrihb@ihs.gov) E-mail

Applications available at [www.crihb.org](http://www.crihb.org) (jobs). Or call Human Resource Department at 800-274-4288